

MINUTES OF MEETING

Wednesday, July 24, 2019	10:00 AM	TWG
--------------------------	----------	-----

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 1	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Various Ink Cartridges for Epson Printer for the Procurement Service (PS)	
REFERENCE NO.	PB No. 19-234-1	
-ATTENDEES	<p>Bids and Awards Committee 1 Engr. Rosana D. Yambao Paul Jasper V. De Guzman Gerelyn F. Vergara Mylene B. Quiambao</p> <p>BAC Support Division Ray-ann V. Sorilla</p> <p>Bidder(s) Mylene Palalay Sean So</p>	<p>Chairperson Vice-Chairperson Provisional Member Ad hoc Member</p> <p>Secretariat</p> <p>Business Machines Corp. ADECS</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid conference started at 10:05 AM with the Chairperson presiding. 2. The BAC Secretariat asked the permission of the attendees to record the proceedings. The attendees answered in affirmative. 3. The BAC Secretariat acknowledged the presence of attendees. 4. The required quorum is established. Notice to Observers were issued to the concerned. Pre-bid conference with no observers in attendance is conducted. 	

DISCUSSION

I. BID DOCUMENTS

PRESENTATION	<p>The Chairperson reiterated the purpose of Pre-bid conference to address the bidders' clarifications and questions to the project.</p> <p>The PMO-in-Charge proceeded with the presentation of Bidding Documents.</p>
---------------------	---

INVITATION TO BID	<p>SECTION I</p> <ul style="list-style-type: none"> A prospective bidder stated that the Approved Budget for the Contract (ABC) is inadequate considering the current market value. The Chairperson asked the PMO-in-charge to present the conducted price monitor/market survey. Nonetheless, the Committee took note of the concern.
INSTRUCTIONS TO BIDDERS	<p>SECTION II NO DISCUSSION</p>
BID DATA SHEET	<p>SECTION III Page No. 39</p> <ul style="list-style-type: none"> A prospective bidder clarify if the single contract that is similar to this project, equivalent to at least Twenty five percent (25%) of the ABC can be aggregated. The Committee took note of the concern and subject for further discussion. A prospective bidder asked if a contract for Supply and Delivery of Printer with consumables can be considered. The Committee took note of the concern and subject for further discussion.
GENERAL CONDITIONS OF THE CONTRACT	<p>SECTION IV NO DISCUSSION</p>
SPECIAL CONDITIONS OF THE CONTRACT	<p>SECTION V NO DISCUSSION</p>
SCHEDULE OF REQUIREMENTS	<p>SECTION VI</p> <ul style="list-style-type: none"> The Committee clarified that the project is under Straight Contract because the items upon confirmation were fast moving. The Committee explained that since it is a straight contract the quantity indicated will be ordered. The Committee advised the bidder to take note of the delivery schedule instructions. A prospective bidder asked if the Fifteen (15) Calendar Days requirement could be adjusted for a longer period. The Committee took note of the concern and subject for further discussion.

TECHNICAL SPECIFICATIONS	SECTION VII NO DISCUSSION
BIDDING FORMS	SECTION VIII NO DISCUSSION

III. OTHER DISCUSSIONS

OTHER MATTERS	NONE
----------------------	------

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:55 AM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on July 24, 2019.
PREPARED BY	Procurement Division I: SGD MS. RAY-ANN V. SORILLA BAC Secretariat
CERTIFIED CORRECT	SGD MS. GERELYN F. VERGARA Provisional Member SGD MS. MYLENE B. QUIAMBAO Ad-Hoc Representative, Bids and Awards Committee 1 SGD MR. PAUL JASPER V. DE GUZMAN Vice Chairperson, Bids and Awards Committee 1 SGD ENGR. ROSANA D. YAMBAO Chairperson, Bids and Awards Committee 1

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.